

**CareerSource Pinellas
Audit Committee Minutes**

Date: August 28, 2018, 9:00 a.m.
Location: 13805 58th Street North, Clearwater, FL.33760

Call to Order

Chairman David Fetkenher called the meeting to order at 9:00 a.m. There was a quorum present, with the following Audit Committee members participating.

Committee Members in attendance

Jack Geller, Comm. Patricia Gerard

Guests

Richard Powell (Powell & Jones, CPAs)
Whitney Creech (Comm. Gerard's office)

Staff Present

Jennifer Brackney, Deborah Budaj, Anna Munro (phone), Luna Clarke

Action/Discussion Items

Action 1- Approval of Minutes

The minutes of the July 30, 2018 Audit meeting were presented for approval.

Motion: Jack Geller
Second: Commissioner Gerard

The minutes were approved as presented. Motion carried unanimously.

Action 2 – Approval Financial Audits: WNP Financials thru 6/30/18

The audit firm of Powell & Jones, CPAs has completed the annual financial audit for WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2018. A copy of the audit report was enclosed in the meeting materials. Representatives from the firm presented the results to the Audit Committee.

Members asked questions to auditor throughout the presentation. Auditor recommends adding a summary of events under the "Subsequent Events" section of the report, related to the separation of CareerSource Tampa Bay from CareerSource Pinellas. The committee suggested sharing the audit report with full Board of Directors, to allow time for the review of the document. Board members will have a chance to ask questions to the auditor at the September 19, 2018 meeting.

Motion: Jack Geller
Second: Commissioner Gerard

The Audit Committee recommends approval of the Annual Financial Audit for the fiscal year ended June 30, 2018 with stipulations that changes be made to the "subsequent events" section of the Notes to Financial Statements. Motion carried unanimously.

Information Items**Info Item 1- Communication with those Charged with Governance**

The firm Powell & Jones provided a letter of “Communication with those charged with Governance” in the meeting materials. The letter summarizes the firm’s report on the financial audits, and recaps any issues or findings.

Other Administrative Matters

There was none.

Public Comments

There were none.

Committee Members Comments

-None.

Adjournment

The meeting was adjourned at 9:45 a.m.